

Utarbeidet av: LR

Gjennomgått av:

## ELLINGSEN GROUP PRIVACY STATEMENT

Personal information is information and assessments that can be linked to an individual.

Ellingsen Group process personal data as an employer, as a service provider, and for marketing purposes.

Privacy is important in Ellingsen Group's deliveries and we are concerned with safeguarding the integrity, availability and confidentiality of personal information.

This privacy statement provides additional information about what personal information is collected, how the information is collected and protected, and what rights you have if personal information about you is registered with us.

### **What processing of personal data is carried out by Ellingsen Group?**

#### **Processing of personal data as part of personnel administration**

Ellingsen Group processes personal information as part of personnel administration. The personal information that is processed in this connection includes personal information, salary information, evaluations, information about relatives, and education / position level.

Personal information associated with personnel administration is stored as long as the person in question is employed by Ellingsen Group, and is deleted 1 year after the person in question has left the company. This does not apply to documentation that according to the law must be kept longer.

The registered person has the right to access, correct and delete in accordance with the GDPR.

#### **Customer and supplier information**

Ellingsen Group processes personal information about contact persons at customers and suppliers that is necessary for the execution of service and goods deliveries.

By personal information is meant the name of the contact person, e-mail address, telephone number and any job title.

The registered person has the right to access, correct and delete in accordance with the GDPR.

Deletion is done on the basis of a request from the registered person.

#### **Processing of information where Ellingsen Group is the course organizer**

Ellingsen Systems AS is the organizer of the OLF courses.

Personal information associated with this - name and date of birth - is provided to, and stored by Enovate and the Training Portal.

Contact information: [accounting@haakonellingsen.no](mailto:accounting@haakonellingsen.no)

The Ellingsen Group consists of the following companies: Haakon Ellingsen AS, Ellingsen Systems AS and Ellingsen Indutech AS.